



**NATIONAL CADET ADVISORY COUNCIL  
HEADQUARTERS  
CIVIL AIR PATROL, UNITED STATES AIR FORCE AUXILIARY**  
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25 SEP 2009

**MEMORANDUM FOR THE NATIONAL CADET ADVISORY COUNCIL**

**FROM:** C/Lt Col Zachary King

**SUBJECT:** Monthly Publication Schedule

1. The following information outlines the intended publication schedule for the 2009-2010 Term. Each month, the Chairman and his staff will work to uphold this schedule to the best of their abilities to ensure that the Council receives the necessary business items in time enough for review in advance to meetings.

2. The monthly publication schedule is hereby set forth as follows:

1<sup>st</sup> Sunday: Teleconference Meeting

2<sup>nd</sup> Sunday: Agenda Draft Publication

3<sup>rd</sup> Sunday: Previous Meeting's Minutes Released for Review

4<sup>th</sup>/5<sup>th</sup> Sunday: Meeting Reminder Announcement and Finalized Agenda Publication

3. If you have any questions or concerns about this request or need further clarification, do not hesitate to contact me through email at [zking@ner.cap.gov](mailto:zking@ner.cap.gov) or telephone at (856) 305-9984.

ZACHARY Z. KING, C/Lt Col, CAP  
Chairman

*"Representing cadets across the nation"*  
*"Leading the forefront of today's cadet program"*